

SANDY CITY  
APPROVED CLASS SPECIFICATION

- I. Class Title: Horticultural Intern
- |                       |                  |
|-----------------------|------------------|
| <u>Revision Date:</u> | 06/04            |
| <u>EEO Code:</u>      | Paraprofessional |
| <u>Status:</u>        | Non-Exempt       |

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Education Coordinator, assists in the maintenance and activities at Sego Lily Gardens, Sandy City's low water use demonstration garden.

III. Essential Duties:

**GROUNDS MAINTENANCE**

- Assists in and performs maintenance at Sego Lily Gardens: including weeding, spraying, planting, and irrigation.
- May perform any of the following duties: Install and maintain sprinkler systems; perform landscape construction including soil preparation, planting of trees, shrubs, sod, and other landscape construction
- May perform maintenance including mowing, weeding, transplanting, and pruning.

**FACILITIES MAINTENANCE**

- Operates various types of grounds maintenance equipment including mowers, drills, electric saws
- May perform any of the following duties: painting, cleaning, lifting up to 50 lbs

**IRRIGATION MAINTENANCE**

- Make minor modifications on sprinkler systems
- Inspect and make light repairs on sprinkler systems
- Manually water turf as instructed

**MISCELLANEOUS**

- Answer water conservation and horticultural questions of the general public.
- Serve as a guide to visitors to Sego Lily Gardens, teaching water conservation concepts and drought tolerant plants for the landscape.
- Assists in and delivers presentations and classes on water conservation.
- Assists in and performs the enforcement of water conservation ordinances.
- Assists in and performs water audits.

IV. Marginal Duties

- Performs other duties and projects as needed

V. Qualifications:

**Education:** Study and general background in Horticulture.

**Knowledge of:** Tools, machines, and equipment used in the maintenance and construction of the gardens; OSHA safety standards; general construction practices and procedures; basic knowledge of horticulture and horticultural practices. Some knowledge of drought tolerant and native plants preferred. Some knowledge of irrigation system is preferred. Basic understanding of computer programs including word processing, spreadsheets, and presentations.

**Communication Skills:** Frequent contact with the public. Good people skills are essential. Must be able to communicate effectively both verbally and in writing and make oral presentations as necessary.

**Tool, Machine, and Equipment Operation:** Must possess a current Utah Drivers License. Must be able to use basic gardening equipment, including spray equipment. Regular use of both truck and yard maintenance machinery.

VI. Working Conditions:

Physical labor required, must be able to lift 30 pounds. There is constant interaction with the public. Occasional driving of a personal or city vehicle may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_